

**TOWN OF SHEFFIELD
BOARD OF SELECTMEN
WORKING SESSION
JANUARY 5, 2015
TOWN HALL
6:00 PM**

Board Members Present: David A. Smith, Jr., Chairman
Nadine A. Hawver, Clerk
Rene C. Wood

Others Present: Rhonda LaBombard, Town Administrator
Alicia Dulin, Assistant to the Town Administrator

Selectman Hawver called the meeting to order at 6:00 PM.

HOUSING COMMISSION CHARGE:

Discussion ensued regarding the draft Housing Commission charge. Selectman Wood suggested adding another bullet that states that the Board of Selectmen have the final authority and suggested removing the word young from the goal section. Administrator LaBombard asked the Board when they would want the Housing Commission to report back to them. It was the consensus of the Board to have Administrator LaBombard schedule the first Housing Commission meeting and let them know that they should report back to the Board of Selectmen in 90 days. Selectman Wood moved to accept the Housing Commission charge as amended subject to final approval, seconded by Selectman Hawver. The motion carried unanimously.

Chairman Smith entered the meeting at 6:10 PM

ON-LINE DOG LICENSE:

Administrator LaBombard explained a proposal from SeamlessGov to make all forms fillable forms allowing staff and citizens to fill out esign, pay and submit any type of form from the internet, tablet or smartphone. She stated that the proposal includes unlimited training and support. Discussion ensued. Selectman Wood moved to move forward with the SeamlessGov proposal starting with the Town Administrator's Office and utilize the Berkshire School Gift Account up to \$5,000 to pay for it.

SCHOOL COMMITTEE PUBLIC HEARING:

Administrator LaBombard stated that the School Committee has asked if Board if the Board of Selectmen was going to run the Public Hearing for the proposed roof and boiler project for Mount Everett High School and Undermountain Elementary School. It was the consensus of the Board that the Public Hearing would be the School Committee's meeting to run.

BOARD OF HEALTH STAFFING:

Administrator LaBombard stated that the Board of Health has requested more clerical hours. Discussion ensued. It was the consensus of the Board to allow the Board of Health Clerk more clerical hours.

Discussion ensued regarding staffing in other town offices.

Discussion ensued regarding the possibility of closing Town Hall to the public one day a week to allow Town Hall staff to do all of their clerical work. It was the consensus of the Board to have Administrator LaBombard ask each Department what would work best for them and then report back to the Board.

Selectman Hawver moved to adjourn the meeting, seconded by Selectman Wood. The motion carried unanimously.

Chairman Smith adjourned the meeting at 6:55 PM

Respectfully submitted:

Alicia Dulin
Assistant to Town Administrator

Documents were reviewed at this meeting:
Housing Commission Charge
SeamlessGov Proposal